

GLENWOOD SCHOOL HANDBOOK INTRODUCTION

The staff and school board members welcome all returning students, new students, parents, and guardians to Glenwood School District. This district is committed to serving the educational needs of the community of Glenwood. It is the goal of the district that every student at Glenwood School will receive a quality education. We are dedicated to our school's Mission Statement:

"Our mission is to develop self-directed lifelong learners empowered to participate successfully in an ever-changing society by establishing, in partnership with the community, challenging yet nurturing environments in which individual differences are respected and where every child and adult experiences the joy of learning."

Glenwood School District believes every person in this school will be treated with respect. Respect for self, others and property is our foundation. The policies and rules in this handbook are based on this foundation.

Please take the time to read the handbook and become familiar with the rules, discipline system, and other areas in the student manual. The more familiar you become with the handbook, the more you will understand the requirements and philosophy of the Glenwood School District. Please feel free to drop in or call at any time.

Thank you,

Heather Gimlin, Superintendent/Principal

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Glenwood High School Graduation Requirements

Subject to change by State mandate

(One – Fifty Minute Class for One School Year = 1 Credit)

	Class of 2020	Class of 2019	Class of 2018	Class of 2017
English	4 Credits	4 Credits	4 Credits	4 Credits
Mathematics	3 Credits	3 Credits	3 Credits	3 Credits
Science	3 Credits	3 Credits	2 Credits	2 Credits
Social Studies (US History, CWP, Civics & Social Studies)	3 Credits	3 Credits	3 Credits	3 Credits
Arts	2 Credits	2 Credits	1 Credit	1 Credit
Health and Fitness	2 Credits	2 Credits	2 Credits	2 Credits
Career and Tech Ed	1 Credit	1 Credit	n/a	n/a
Occupational Education	n/a	n/a	1 Credit	1 Credit
World Language	2 Credits	2 Credits	n/a	n/a
Electives	6 Credits	6 Credits	10 Credits	10 Credits
TOTAL:	26 Credits	26 Credits	26 Credits	26 Credits

Community Service: 40 Hours (10 hours per year)

In addition to the above listed graduation requirements, to earn a diploma each student must:

1. Pass the Smarter Balance ELA and Math test, and Biology EOC statewide assessments as required by the Office of Superintendent of Public Instruction for each graduation year
2. Complete a High School and Beyond Plan
3. 1080 hours of instruction yearly

General Information

Welcome to Glenwood Schools. The following information will help you to become familiar with our rules and expectations.

Web Sites

School information may be found on-line at www.glenwood.k12.wa.us
Glenwood School Facebook page: Glenwood School District #401

Useful Phone Numbers

Office: 364.3438
Fax: 364.3689

Bus Service

The Glenwood School District provides school bus transportation to all students that qualify. Bus routes are available in the school office upon request. All buses load promptly after school in front of the building.

School bus drivers possess the authority to discipline students in accordance with rules and regulations of the Glenwood School District.

WAC 392-145-035, Board Policy 8123

Campus

A modified closed campus policy is in effect during the school day. High School students wishing to eat off-campus will be allowed to do so with a pre-arranged written consent form signed by their parents.

Students on the ICU list will not be allowed to leave campus at lunchtime until all assignments have been completed successfully.

In order to be released from school premises, parents must contact the office and speak to a school official. Students **may not** check themselves out of school. If students check themselves out of school without parental permission, the missing time will be treated as truancy.

Parking Lot

The parking lot is public property that is under the control of the school. It is a privilege to park in the lot. All students who drive to school and park must register with the office and provide a copy of their driver's license and proof of insurance. All students must drive in a safe and appropriate manner. Students are not to leave campus in a student – driven vehicle without parental permission in writing. All state and local regulations will be obeyed while driving on school property. Drivers must also meet requirements of board policy #3243. Use of the parking lot in any way that violates school rules or criminal law may lead to sanctions taken by the school or law enforcement. Failure to comply with the above, could result in suspension of privileges.

Food and Beverages

Middle and High School students may have food and beverages in the student commons area before school, during break (if one is granted), at lunch and after school. Food and beverages will not be allowed in the classroom.

Visiting the School

To reduce distractions and disruptions, no visitor will be permitted to enter the school building or its grounds unless he/she has official business to conduct. All visitors are to report directly to the main office and sign in. Parents and other interested citizens of the community are welcome to visit, but should report to the superintendent's office first and have made prior arrangements. This procedure will help to ensure that anyone entering the school building is accounted for in case of an emergency situation. Students not enrolled at Glenwood School will not be permitted to accompany friends to classrooms.

Dress Code

The following are general guidelines of inappropriate dress. The School staff reserves the right to alter these guidelines as necessary. Students who attend school with unsuitable dress will be given a reasonable opportunity to correct the problem. If the problem persists, disciplinary action may be necessary.

Student dress shall not be regulated except in the following instances:

- a. A health or safety hazard shall be presented by the student's dress or appearance.
- b. The student's dress or appearance shall create a material and substantial disruption of the educational process at the school.

- c. Clothing that advertises drugs, alcohol, tobacco products, violence, or uses profanity, or is gang related.
- d. Sexually suggestive or supportive clothing including halter tops, spaghetti strap tops, sport bras, or shirts that reveal a student's chest, cleavage, or midriff.
- e. Hats or head coverings of any kind shall not be worn in the building.
- f. Pants or shorts worn below the waistline or that show the student's underwear.
- g. Males must wear shirts at all times.
- h. Dress or skirts must extend closer to the knee than the hip.
- i. Sleeveless shirts and blouses may not expose the torso more than 2 inches below the arm. Undergarments must not be visible.
- j. Any other clothing item or personal property deemed as disruptive and/or unsafe by school staff.

RCW 28A.320.140, WAC 392-400-215, WAC 329-400-225, Board Policy 3224

Public Display of Affection

Students should refrain from offensive public display of affection on school premises, property or at school sponsored events. Each incident will be dealt with on an individual basis.

Music Players and Communication Devices

Music players and communication devices are not to be used during the school day without teacher permission. If these items are brought on campus the school will accept no responsibility if the equipment is lost or stolen. It is the recommendation of the school that these things be left at home. If these items are misused during the school day, they will be confiscated and returned to the student or parent at the end of the day.

Staff Room

The Staff Room is off limits to students at all times.

Associated Student Body

Activity/Athletic Participation

To be eligible to participate in athletics, students must meet WIAA eligibility guidelines. In addition, students must adhere to the following: hold a valid ASB card, have parental permission, have insurance, have an updated physical for athletic participation, and meet the requirements of the activities code.

ASB Cards

ASB cards go on sale at the beginning of the school year. An ASB card enables students to attend all home athletic events and receive reduced admission to student body dances and other activities. All students participating in a sport or holds an A.S.B. officer position are required to purchase an ASB card. ASB cards are \$20.00 for grades 9-12 and \$15.00 for grades 5-8.

WAC 392-138-011

Student Services

Lockers

The locker is public property and the student is granted the use of it for the school year. By using a school locker the student agrees not to use the locker in any way that will violate school rules or criminal law. The school reserves the right to search the locker at any time to verify compliance. Any damage caused by inappropriate stickers or signs is the responsibility of the student and fines may be assessed. Masking or scotch tape is the only acceptable adhesive to apply to the locker.

RCW 28A.600.210-240, Board Policy 3230

Telephones

Limited student phone use may be made using either the phone located next to the office or the phone near the gym entrance. The phones are only available for use during lunch and before and after school.

Textbooks

Students will be provided textbooks, workbooks and other materials necessary for class. If textbooks are lost or abused, the student assigned to the book will be responsible for compensation.

Student Health Issues

Student Immunization

Each student must present evidence that he/she has been immunized against the following diseases: chickenpox, diphtheria, pertussis (whooping cough), polio, measles, rubella, mumps, tetanus, and hepatitis B. A student satisfies the measles requirement upon a physician's verification that the student has had the disease. An immunization form must be completed and submitted to the main office at the time a student is enrolled.

RCW 28A.210, WAC 180-38-040-065, WAC 246-100-166, Board Policy 3413

Accident or Injury Procedure

In the event of an accident or injury, report the incident immediately to the staff member in charge or the nearest staff or administrator available.

Medication at School

It is highly recommended that prescribed oral medication and oral over-the-counter medication be dispensed before and/or after school under the supervision of the parent or guardian. If a student, however, must receive oral medication while at school, the parents must provide both written authorization and a licensed physician/dentist's written instructions (including expected length of treatment and possible side effects). If an injection is required, the parents must provide written consent for the injection, and even then, the medication will only be administered if an appropriately trained staff member is available. All medical dispensation requests will expire at the end of the school year and must be renewed at the start of the next school year if medication for the child is to continue.

RCW 28A.210.260

Academic Policies

Make-up Work

If a student is absent, it is the responsibility of the student to gather and make arrangements for all missed work. A student shall be allowed one make-up day for each day of absence.

Grading

Teachers will notify parents when a student is receiving a C- or lower grade at any point of the school year. A report card will be issued at the conclusion of each grading term.

Graduation

WAC 180-51

Commencement

To be eligible to participate in the graduation exercises, each senior student must have successfully met all the local and state graduation requirements of the Glenwood School and attended all preparatory practices. The administration can make an exception to this rule when special circumstances arise. Participation in commencement is not a requirement for receiving a diploma.

Valedictorian/Salutatorian

The valedictorian and salutatorian awards will be assigned, respectively, to the graduating seniors with the highest cumulative high school grade point averages for four years (grades 9 through 12) two of which must have been at GHS. Student averages will include all high school course work grades earned during middle school and Running Start course work grades earned through the second quarter of their senior year. The minimum GPA for valedictorian is a 3.5 and for salutatorian is 3.2.

Safety

Harassment, Intimidation, and Bullying

It is the policy of the Glenwood School to maintain a safe and civil educational learning and working environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, and bullying. No employee, student, or visitor of the school shall be subjected to harassment, intimidation or bullying on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. False reports or retaliation also constitute violations of this policy. **Harassment, intimidation, and bullying will not be tolerated.** (For reporting or action process related to harassment, intimidation, or bullying contact your counselor or principal or refer to Glenwood School Board policy 3207P.)

RCW 28A.300.285, Board Policy 3207

Nondiscrimination

The Glenwood School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or

service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination, Compliance coordinator, Section 504 coordinator, and Title IX coordinator: Mrs. Heather Gimlin, Superintendent, 320 Bunnell Street, Glenwood, WA 98619, (509) 364.3438.

RCW 28A.640, WAC 392-400-215, WAC 392-190, Board Policy 3210

Substance Abuse Policy

If a student appears to be demonstrating behavior which indicates that she/he may be under the influence of drugs/alcohol/tobacco, or drugs/alcohol/tobacco are found in a student's possession, school officials will take the following actions:

- A. Law enforcement will be notified.
- B. Parents will be notified to arrange for appropriate assessment and treatment, if necessary.
- C. Appropriate school disciplinary action will be taken.

Attendance Policy

Absenteeism

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absences and tardies.

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher with one make-up day for each day of absence. The following are valid excuses for absences.

Excused Absences

The following are valid excuses for absences and tardiness.

- A. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. **Absence due to:** illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.

When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the

parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school.

A parent/guardian may request that a student be excused from attending school in observance of a religious holiday. In addition, a student, upon the request of his/her parent, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property. A student will be allowed one makeup day for each day of absence.

- C. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g., certain music and physical education classes) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent or guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A student, upon the request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.
- D. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- E. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
- F. **Excused absence for chronic health condition.** Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

If a student knows in advance of an up-coming appointment, he/she should complete a pre-planned absence form. Students missing 10 days or more per semester will lose credit for that semester. Students who skip class will be assigned in-school suspension (ISS) for a period ranging from 1 to 3 days.

Telephone calls will be made to your home in the event your student is absent.

RCW 13.34.300, RCW 28A.225, Board Policy 3122

Tardiness

Any tardy more than 10 minutes is considered an absence for that class period. Three tardies will be counted as an unexcused absence.

Discipline

Classroom Discipline

1. Classroom Conduct

Teachers have the right and are responsible for establishing guidelines concerning the learning atmosphere expected in their classrooms and for disciplinary measures to maintain classroom order. Students are required to follow the guidelines and obey these measures.

2. Compliance with Directions

All students will comply with reasonable directions given to them by any member of the school staff. Failure to do so will lead to disciplinary action.

3. Arguing

Students who persist in using up classroom time by arguing with a teacher or peers will be subject to disciplinary action. A warning will be given.

RCW 28A.600.020, RCW 28A.600.040, Board Policy 3241

Progressive Discipline Chart

Students of the Glenwood School District are expected to adhere to appropriate conduct at all times.

Any act that disrupts the educational process, the ability of the teacher to teach, or the ability of students to learn or any act that compromises the safe school environment may be subject to discipline.

Everyone who enters Glenwood School will conduct himself or herself in a safe and civil manner. Safe in the aspect that no student, staff or guest will be allowed to act in a manner that is unsafe to him or herself or others, and civil in the aspect that all individuals in Glenwood School will be respectful to one another and the learning environment.

Students are required to follow all rules. If a student chooses to violate the rules, he or she will be subject to disciplinary action. The action taken will depend on several factors.

1. Severity
2. Past history
3. Developmental age
4. Behavior plan

The following pages will outline the school rules, but is not a complete list of misbehaviors. Students are subject to these rules while at school, while at school-sponsored events or whenever under school jurisdiction. The superintendent/principal or designee may use his or her judgment when dealing with all student issues and their consequences. Glenwood School uses a progressive system of discipline. In most cases, students will be given warnings. If they persist in continuing a certain behavior, that student is making a choice that may result in a disciplinary action.

RCW 28A.600.020, RCW 9.41, RCW 28A.210.310, RCW 28A.600.040, RCW 28A.400.110, RCW 28A.635.060, WAC 392-400-225, WAC 392-400-245, WAC 392-400-260, WAC 392-400-295, Board Policy 3241

Exceptional Misconduct	Range of Corrective Action	Action That May Be Taken
Possession and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion (not exceed an academic term), prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)
Setting fire or damaging school property devises	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)
Initiating or participating in the dissemination of inappropriate messages or images including transmitting, viewing or possessing images of a sexually explicit nature on an electronic device	Minimum	Short-term suspension, notification to law enforcement
	Maximum	Expulsion, notification to law enforcement
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion, notification to law enforcement
Possessing and/or using tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)

Disrupting the educational process	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)
Refusing to follow reasonable directions of staff	Minimum	Short-term suspension
	Maximum	Long-term suspension (not exceed an academic term)

All unlawful conduct will result in notification to law enforcement.

Profanity and Vulgarity

The use of profane or vulgar language or gestures by students on school property or at school-sponsored events is prohibited.

I have read and understand the philosophy and discipline procedures of the Glenwood School District Handbook.

_____ Parent Signature

_____ Student Signature

Release for Student Images

I give my permission to use my child's likeness on school publications including but not limited to the school's web site, Facebook page and hard copy documents.

Yes _____

No _____